



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel Operations

Transmittal Letter: PER-354

Date: November 18, 1997

SUBCHAPTER 3 FAM 2740 TRAINING OF FAMILY MEMBERS

MAJOR CHANGES

1. *Training of Family Members* has been renumbered throughout as 3 FAM 2740. It was published formerly as old 3 FAM 824.
2. Former 3 FAM 2740 (*Upward Mobility Program*) has been renumbered as 3 FAM 2770.
3. 3 FAM 2740 applies to Civil Service employees of the Department of State and to Foreign Service employees of State, USAID, USIA, Commerce and Agriculture.
4. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the ***Foreign Affairs Manual*** or its supplemental ***Foreign Affairs Handbook*** series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy 3 FAM 2740 (TL:PER-247; 4-10-95; 2 pages) and replace it with the attached new 3 FAM 2740 (2 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-354, and initial.

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2. All posts and offices keeping paper versions of the ***Foreign Affairs Manual*** are responsible for maintaining their FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials, include your office/post symbols and inform PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies including non-Government users (include either fiscal information or payment with request, as appropriate).

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(M/FSI)